

AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
09-262-ANG

Opening Date
4 November 2009

Position Title, Series & Grade
Military Pay Technician
GS-0545-06

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
(3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**

25 November 2009

PD Number:
80480000

SEE NOTE

Location of Position:

141 ARW
Fairchild AFB, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility for continued employment

Salary Range:

\$36,469 PA to \$47,408 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area 1 – In-service Excepted:** All permanent Washington Air National Guard Excepted and Competitive bargaining unit civil service employees, and members with excepted technician re-employment rights to the Washington Air National Guard.

☐ **Area 2 – In-service Competitive:** All presently employed permanent competitive technicians, and members with competitive technician re-employment rights to the Washington Air National Guard.

☒ **Area 3 – In-state Excepted:** All participating members of the Washington Air and/or Army National Guard, including in-service technicians that are not covered by the bargaining unit, and indefinite employees.

☐ **Area 4 – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Air and/or Army National Guard.

CURRENT BARGAINING UNIT STATUS

☒ **Bargaining Unit**

☐ **Non-Bargaining Unit**

Appointment Factors:

☐ **Officer**

☒ **Enlisted**

☐ **NDS (Competitive)**

☐ **Permanent**

☒ **Indefinite**

Military Assignment & Grade Requirements

AFSC: 6F0X1

Applicants need not be assigned to the position or possess the AFSC to apply or be considered for selection.

Military Grade Available:
TSGT

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

Minimum Requirements for Consideration

General Experience: Administrative or clerical experience, education or training which demonstrates the applicants ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

Specialized Experience: Must have **9** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

Other Requirements: Must have or be able to obtain a **Secret** security clearance.

The following Selective Placement Factors (SPFs) will be considered in the evaluation process

Element I – Ability to meet deadlines and work under pressure.

Element II – Ability to identify discrepancies, determine source of errors, and take corrective action.

Element III – Ability to interpret written instructions.

Element IV – Knowledge of procedure to enter, modify, retrieve, and delete information in an automated system.

Element V – Ability to plan, organize and coordinate work.

SUMMARY OF DUTIES

This position is located in the Air National Guard (ANG) Wing. The purpose of this position is to determine and process military/civilian pay entitlements and related pay actions in support of ANG units including assigned Geographically Separated Units (GSUs). Prioritizes and processes a full range of pay entitlements for ANG personnel. Makes standard and non-standard payroll submissions. Independently audits all payroll actions for accuracy and proper entitlements. Audits suspense reports and pay rejects, processing corrections as necessary. Identifies and researches a wide variety of complicated pay problems and performs corrective action. Contacts the appropriate personnel to obtain information when documentation does not meet criteria established by regulation or applicable directives. Processes Active Guard/Reserve (AGR) accessions into the payroll system ensuring that all facets of the member's pay are accurate and complete. Coordinates with Active Air Force host, the Military Personnel Flight, and the Human Resources Office when transitioning a member's record to AGR. Ensures the timely and accurate processing of civilian payroll documents. Receives, reviews, and processes a variety of documents authorizing changes to employees' pay accounts. Administers the Dual Compensation (DC) Audit Program to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, and ensures corrective actions are initiated. Serves as focal point on all dual compensation issues. Processes and manages a wide range of complicated debt collection cases as a result of disciplinary actions, overpayments, and other types of indebtedness. Recommends methods, techniques, and procedures to improve operations. Assists with conversions or system changes that affect pay processing. Administers and performs the finance portion of military/civilian personnel readiness processing when unit members are ordered to active duty. Coordinates pay processing/actions during mobilization and demobilization. Applies internal control procedures to ensure military and civilian payroll processes are accurate and in accordance with applicable laws, regulations, and established standards. Notifies chain of command of potential fraud, waste, or abuse. Trains unit personnel on pay and entitlement policies, guidelines, and procedures. Performs other duties as assigned.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, with original signature or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification" (this form is voluntary)
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be excepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.
- 6.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835